

*Telecom & March  
DDO comments*

██████████ STATINTL

# INSTRUCTION SHEET

Destroy current ██████████ and insert the attached revision STATINTL  
dated

The revision of ██████████ features changes in organizational STATINTL  
structure and component designation, addition of an enjoiner to file  
all pertinent documents in the Official Personnel Folder, modification  
of the time limit placed upon borrowers ~~lenders~~, elimination of the masculine  
pronoun, and minor editorial changes. The HHB has been declassified  
and the control marking Administrative - Internal Use Only added.

DISTRIBUTION: AB

PERSONNEL  
Approved For Release 2000/06/26 : CIA-RDP82-00357R000200020040-8

Official Personnel Folders. (Forms are available from the Office of Personnel.) They will promptly report invalidations or changes in designations to the Office of Personnel. Designations should be limited to personnel and administrative officers serving a specific organizational component and should be held to a minimum to ensure effective record control.

### 3. CONTROLLED-LOAN PROGRAM

- a. Official Personnel Folders are loaned to authorized officials on an EYES ONLY basis for a reasonable period; i.e., approximately ten workdays upon submission of a completed and signed Form 198, Certified Loan Request (figure 2), to the Files Section, Transactions and Records Branch, Control Division, Office of Personnel (hereinafter referred to as Files Section, Office of Personnel).
- b. After use, the Official Personnel Folders will be returned promptly to the Office of Personnel. If the Official Personnel Folder is required for an extended period for consideration by a Career Board or Career Panel, the Files Section, Office of Personnel, should be so informed.
- c. Except as provided in paragraph d, Official Personnel Folders are made available only to an authorized official who is the Head of the employee's Career Service or who has supervisory jurisdiction over the employee concerned.
- d. If an authorized official requests the Official Personnel Folder of an employee not under the official's supervisory jurisdiction, the Office of Personnel will obtain the consent of the Head of the employee's Career Service before releasing the folder.

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4. TRANSFER OF FOLDERS

- a. When an authorized official has been lent the Official Personnel Folder of an employee, whether or not the official's under/supervisory jurisdiction, the official will not transfer that folder to an authorized official in another operating office without first obtaining approval from the Head of the Career Service of the employee concerned.

b. Same

c. Same

d. Same

5. CONTROL AND PROTECTION OF FOLDER CONTENTS

- a. Persons other than the Director of Personnel and Office of Personnel designees are prohibited from removing material from or adding material to Official Personnel Folders. Officials authorized to request the loan of folders must ensure stringent control of this prohibition in their offices. Documents which should be filed in an Official Personnel Folder will be forwarded to the Files Section, Office of Personnel with a request that the documents be included in the file of the employee concerned. It is essential that all documents pertinent to an employee's career and entitlements should be filed in the Official Personnel Folder.

b. Same

c. Same

6. TRANSMITTAL OF FOLDERS

- a. Same